

2/1/88
G

Bulletin No. 87-46

P-2520

P-2520 Recertifications (Continued)

G. Notification

Notify each household that has timely reapplied (by the 15th of the last month of the certification period) of eligibility or denial via the DSW 220 before the end of the current certification period, or

If you gave the household a notice of expiration at the same time it was certified, you must notify the household of the eligibility decision not later than 30 days after the date the household received its last allotment. (Certified for April and May. Stamps received 5/5. Reapplied 5/18. Notification must be sent by 6/3 to be received by recipient by 6/5.)

Use computer notices or district-issued manual notices. See P-2510H.

Notices for adverse actions must contain:

1. a manual citation. (This will be done automatically by ACCESS on a computer-generated notice.)

and

2. the old and new amounts of expenses, income or household members used to compute the benefit amount.

NOTE: At every recertification, a DSW 200 (Change Report Form) is to be mailed (along with an envelope) with the DSW 220. Make sure the appropriate box on the DSW 220, confirming a DSW 200 was enclosed, is checked off.